

Process Name: Classification/Compensation		Process Identifier: CC	
Sub-Process Name: Individual Salary Adjustment		Sub-Process Identifier: CC-4	
Sub-Process Purpose and Objectives: To change or modify individual salary information.			
<p>Sub-Process Description: The State uses SEIS and manual processes to maintain salary adjustments.</p> <p>The agency determines that there is a need to adjust an individual's salary. The adjustment request is sent to Class/Comp. Class/Comp assigns the request to an analyst for analysis and recommendations. If the request is approved, the request is processed, an approval notification is sent to the agency and the individual is updated in personnel process.</p> <p>If the request is not approved, Class/Comp decides if the individual needs to be reclassified. If it is a reclassification, then the request is sent to the position action process (process CC-1). If Class/Comp decides that it is not a reclassification, then a rejection notification is sent to the agency.</p>			
Sub-Process Trigger(s): <ul style="list-style-type: none"> Request from Agency 		Key Sub-Process Participants: <ul style="list-style-type: none"> Agency Classification and Compensation Personnel Administration Process 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Request Document	Manual		
Outputs:			
Output	Format	Volume/Time	Recipients

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Notification to Agency	Manual		
Performance Measures Tracked:			
Measure		Approx. Value	Target Value
None			
Laws, Regulations, and Policies That Govern Sub-Process:			
T.C.A. 8-30-202, T.C.A. 8-30-209, T.C.A. 8-30-212, T.C.A. 8-30-213, T.C.A. 8-30-214			
Current Sub-Process Issues/Problems: No automated job analysis.			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	

